

John Doe  
123 Anystreet Avenue  
Greensboro, NC 27401  
336-867-5309  
johndoe@yahoo.com

Any Company Inc.  
456 Anystreet Road  
Greensboro, NC 27410

Dear Human Resources:

Please accept my cover letter and resume for your Customer Care Specialist position with Any company, listed with the Employment Security Commission. As I believe that my skill set and work ethic will greatly benefit your organization, I would like to apply for this opportunity.

According to your job announcement, this position requires inbound and outbound customer service, sales and marketing skills. As you see on my resume, my work experience includes successful high volume call center experience, taking customer orders, up-selling company products and resolving customer issues. I hold a B.A. in English and I have taking many customer service training classes to increase my skills. Moreover, I am extremely interested in working for a top business leader and innovator in our community, such as Any company.

I would sincerely appreciate the opportunity to speak with you about this Customer Care Specialist position. I may be reached by cell number at 336-867-5309, or my email address johndoe@yahoo.com. Thank you for taking time to review cover letter and resume. I look forward to meeting with you soon.

Best Regards,

John Doe